




Together, we can.

TO: School Business Officials

FROM: A. Len Richardson, Director 
Office of Finance

DATE: August 29, 2008

SUBJECT: Reimbursement claims for State and EIA Funds

Due to the increased need for accountability for state and EIA dollars, the Office of Finance at the South Carolina Department of Education has revised financial policy regarding grant funds paid to school districts from state, EIA, and lottery dollars. A twenty-five percent advance will continue to be paid on these grants upon submission of the signed grant award document and an approved budget form. However, a completed expenditure report must be submitted to receive additional reimbursements. A final expenditure report will be due by July 6, 2009.

This policy change will enhance the Department's ability to manage all grant funds. It will also enable the Office of Finance to produce meaningful reports that can be shared with districts and program offices to assist in accounting for state dollars. **Please keep in mind that expenditure reports only have to be submitted for grant funds – projects with a project number. You do not have to submit expenditure reports for funds that are based on an allocation and paid on a monthly basis.**

If you have any questions, please contact Susan Flanagan at (803) 734-8488 or at sflanagn@ed.sc.gov.